



# CITY OF SAN ANTONIO

## DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

August 15, 2016

**SUBJECT:** Operation Facelift Design Concepts

Dear Prospective Respondent:

The Department of Planning & Community Development is seeking responses from firms that have an interest in a contract to complete façade designs for the revitalization of commercial properties in the REnewSA target areas. The Department is requesting that interested firms submit a brief work plan by September 30, 2016. The maximum award amount for this contract is \$12,000 per fiscal year: \$1,000 per conceptual design, with up to a total of twelve (12) completed designs per fiscal year. This contract will be for two (2) fiscal years, which shall commence on October 1, 2016 and terminate on September 30, 2018.

### Background Information

In operation since 1998, the intent of Operation Facelift is to reverse the deterioration of commercial structures, promote consistency in design, and create aesthetically pleasing environments while assisting property owners with the appropriate exterior rehabilitation of their buildings and bring them up to city code.

Tenants or property owners in target areas apply for matching funds and are reimbursed up to \$26,900 upon completion of project. The conceptual designs created through the selected designer will be used as a guideline for improving the property and directing the scope of work.

The program falls under the umbrella of REnewSA, a place-based approach to community development. REnewSA is a collaborative initiative aimed at restoring value and vitality to our neighborhoods and commercial corridors.

### Scope of Services

During the term of the contract, the selected firm will be responsible for providing designs that reflect the rebranding of up to twelve (12) commercial properties each fiscal year through conceptual designs that enhance the image of the neighborhood. The vision should include the specific information outlined below.

1. Conceptual designs for the following:

- a. Façade analysis of each building's storefront to identify elements to be removed or redesigned. This should be completed using a single block face with leader notes pointing to the suggested improvements.
- b. Conceptual façade improvement (including suggested new signage) elevations of each building's storefront.
- c. A scope of work highlighting the key improvements which could be done for an estimated \$26,900.
  - i. Scope of work will be provided as line items on excel sheet

If your firm is interested in a contract with the City of San Antonio for the above-described project, please submit completed packet via email to Irma Iris Duran, Program Manager, at [irma.duran@sanantonio.gov](mailto:irma.duran@sanantonio.gov) by 4:30 pm CST on Friday, September 30. The work plan should include the items outlined in the enclosed attachments.

If you need additional information or have questions, please contact Irma Iris Duran at (210) 207-4686 or the email address provided above. We appreciate your interest and look forward to your response.

Cordially,



Bridgett White  
Interim Director

**ATTACHMENTS:**

- A: Work Plan Instructions
- B: Insurance Requirements
- C: Discretionary Contracts Disclosure Form
- D: Litigation Disclosure Form

## **ATTACHMENT A**

### **Work Plan Instructions**

Please include the following items in your work plan.

1. Describe the major phases of work to be completed and the associated tasks to be performed in conjunction with each phase. For each phase of work, include a discussion of the following elements:
  - a. Methodology – Describe the methodologies that will be used
  - b. Information Requirements – City of San Antonio (the “**City**”) is to provide history of business, updated images of property and proposed property use. Provide a list of any other information that Consultant requests from the City.
  - c. Provide a timeline for completion of key tasks, milestones and deliverables.
2. Include any additional recommended activities/tasks not included in Scope of Services which Consultant may recommend be undertaken to ensure the reliability of the study.
3. Identify any unique problems perceived by Consultant to achieve scope of services.
4. Provide any examples of past projects similar in nature, especially with the City.
5. Performance of Consultant under prior contracts with the City will be considered as a factor in selection.

## **ATTACHMENT B**

### **Insurance Requirements**

Contractor shall be responsible for insuring Contractor's own Property, Equipment, Autos and Legal Liability. In no event will the City of San Antonio be required to maintain any insurance coverage for Contractor.

**ATTACHMENT C**  
**Discretionary Contracts Disclosure Form**

**(1) Identify any individual or business entity<sup>1</sup> that is a party to the discretionary contract.**

**(2) Identify any individual or business entity which is a *partner, parent* or *subsidiary* business entity, of any individual or business entity identified above in Box (1):**

☐ **No partner, parent or subsidiary; or**

**List partner, parent or subsidiary of each party to the contract and identify the corresponding party:**

**(3) Identify any individual or business entity that would be a *subcontractor* on the discretionary contract.**

☐ **No subcontractor(s); or**

**List subcontractors:**

**(4) Identify any *lobbyist* or *public relations firm* employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.**

☐ **No lobbyist or public relations firm employed; or**

**List lobbyists or public relations firms:**

<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

**ATTACHMENT D**  
**Litigation Disclosure Form**

***Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.***

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes \_\_\_\_ No \_\_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes \_\_\_\_ No \_\_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes \_\_\_\_ No \_\_\_\_

***If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.***